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| Module 1: | Occupational Orientation  **Key Indicators**   1. **Prepares time or cards, reports or records.**   **Objective:** Provided with a period of instruction and demonstration, a time record, and a job or work assignment number, the trainee records personal training and job assignment information.  **Evaluation Criteria:** The trainee’s time records are completed in accordance with the institution’s standard operating procedures. The trainee performs the task on a continuous basis over the length of the program. The trainee’s completed record is compared against the instructor’s master record for accuracy.  **Recommended Instructional Activities:**  □ Develop Training Achievement Record  □ Develop trainee time record  □ Demonstrate procedures for completion Training Achievement Record and time cards  □ Provide instruction related to time and job recording methods related to the welding industry  □ Provide training exercises related to trainee maintenance of a time card out training exercises  □ Observe each trainee’s ability to carry out training exercises  □ Monitor individual training achievement records and time cards  □ Keep training records reflecting trainee achievement and attendance   1. **Performs housekeeping duties.**   **Objective:** Provided with a period of orientation, housekeeping equipment or tools, and given a housekeeping assignment in the work area, the trainee will carry out housekeeping activities.  **Evaluation Criteria:** The trainee’s completed assignments show evidence of good housekeeping and safety practices. The assignment is completed in accordance with the institution’s standard operating procedure. The task is completed in a timely manner. The trainee’s workmanship is observed by the instructor on a routine basis.  **Recommended Instructional Activities**  □ Outline common housekeeping activities shared by trainees  □ Outline individual housekeeping responsibilities  □ Provide housekeeping activities for all trainees  □ Monitor and inspect completed individual and shared housekeeping assignments  □ Keep training records reflecting trainee housekeeping habits  □ Observe each trainee’s ability to carry out training exercises   1. **Follow verbal instructions to complete work assignment.**   **Objective:** Given verbal work assignment instructions and the required materials, equipment and tools, the trainee will carry out a job assignment.  **Evaluation Criteria:** The trainee’s work assignment is completed according to verbal instructions. The instructor observes the trainee selecting the necessary materials, equipment and tools to meet service conditions for the job requirements. The trainee sets up and completed assignments in a timely manner. Verbal instructions are carried out on a routine basis**.**  **Recommended Instructional Activities:**  □ Develop training exercises that require a trainee to follow verbal instructions  □ Observe each trainee selecting the required material, equipment and tools for each exercise  □ Observe each trainee’s ability to carry out training exercises  □ Keep training records reflecting each trainee’s listening skills   1. **Follows written instructions to complete work assignments.**   **Objective:** Given written work assignment instructions and required materials, equipment and tools, the trainee will carry out a job assignment.  **Evaluation Criteria:** The trainee’s work assignment is completed according to written instructions. The trainee is observed by the instructor selecting the necessary materials, equipment and tools to meet service conditions for the job requirements. The trainee sets up and completes the assignment in a timely manner. Written instructions are carried out on a routine basis.  **Recommended Instructional Activities:**  □ Develop training exercises that require a trainee to follow written instructions  □ Observe each trainee selecting the required material, equipment and tools for each exercise  □ Keep training records reflecting each trainee’s ability to follow written instructions  □ Observe each trainee’s ability to carry out training exercises |  |